

Sandia National Laboratories
Office of Small Business Advocacy – Mentor/Protégé Program
Request for Information/Business Service Advisor Application

Overview

Sandia National Laboratories' Office of Small Business Advocacy (OSBA) has openings for companies or organizations to participate in the OSBA Mentor/Protégé Program to serve as Business Service Advisors (BSA's). By donating, through this program, a certain number of hours each year to regional small businesses with goals of improving their business practices (listed under "defined areas of service") these BSA's will contribute to creating a positive economic impact in our surrounding region.

Each approved BSA will be teamed, as needed, with regional Mentor/Protégé Teams requiring their assistance. Each Mentor/Protégé Team will be limited to eight (8) hours of BSA assistance. Successful BSA/Mentor/Protégé relationships will result in enhancing business processes/practices within the Protégé.

Defined Areas of Service

General Business Management

- Business Plan
- Strategic and Action Plan
- Marketing and Sales Assessment/Planning
- Organizational Assessment/Planning

Financial Administration

- Accounting Procedures and Practices
- Cost Accounting
- Tax Consequence Analysis

Banking Services

- Identification of Funding Sources with highest degree of probability
- Strategic utilization of Funding Sources
- Estimation of Job Costs and Growth Costs
- Payrolls (federal/state regulations, fringe benefits)

Bonding and Insurance

- Preparation of Bonding Application Packages
- Seeking and marketing Bonding Package to small contractor savvy agents

Quality

- International Standards Organization (ISO) Certification Planning
- Malcolm Baldrige Standards Assessment/Planning

Information Technology (IT) Services

- Basic Network Management
- Network Analysis
- IT Analysis
- Management of Information Systems (MIS) Assessment & Planning

Selection Process

Each company wishing to serve as a BSA is invited to submit the short application form that follows. The OSBA will select those who demonstrate the desired attributes and contact them for admittance into the program.

- The duration of service will be a 12-month period.
- BSA applicant will bid how many hours of time they wish to donate during the service period.

- BSA applicant will also select the areas in which they wish to advise (in service and geography)

Selection Criteria

The following criteria will be utilized by the OSBA to determine approved BSA's:

- Expertise in Field: The applicant company will provide appropriate documentation of their ability to perform an advisory role in the field selected.
- Understanding of Small Business Issues: The applicant will provide references (further delineated in application) demonstrating their knowledge and understanding of small businesses.
- Experience: The applicant company will provide resumes of those representatives it wishes to serve as advisors. Resumes should highlight any previous experience with donation of time, mentoring, or advising.
- Level of Commitment: The applicant company will be evaluated on its level of commitment of hours to the Mentor/Protégé Program. OSBA will evaluate the level of commitment to the level of expressed small business need.
- Rationale for Applying: The applicant will provide a written reasoning for applying to provide their services to the program. It should include their expectations of how the program will benefit from the company's participation as well as what the company hopes to gain from participation in the program.

Expectations & Assertions

The OSBA maintains the following expectations of the Business Service Advisors who participate in the program:

1. The company and its representatives who participate in the program have a demonstrated level of expertise in their respective field.
2. The company and its representatives who participate in the program do not engage in "marketing" of their company specific products or services during the BSA/Mentor/Protégé relationship.
3. The company applying to be a Business Service Advisors will designate a specific amount of hours it is willing to contribute to the program during a 12-month period.
4. The companies selected as Business Service Advisors will be required to have all representatives participating in program to attend Mentor Orientations.
5. The companies selected as Business Service Advisors will complete a BSA/Mentor/Protégé Agreement for each Mentor/Protégé Team to which it is assigned.
6. The companies selected as Business Service Advisors will comply with reporting procedures, defined in the BSA/Mentor/Protégé Agreement.
7. The companies selected as Business Service Advisors will be evaluated on a quarterly basis as to the added value that it brings to the Mentor/Protégé Program.
8. OSBA evaluations of Business Service Advisors will determine continuation, or lack thereof, of BSA agreement.
9. Sandia National Laboratories reserves the right to terminate the services of the company as a Business Service Advisor at any time without obligation.

Business Service Advisor Application

General Information

Company Name _____

Company Address _____

Phone _____ **Fax** _____ **Web Address** _____

Additional Addresses/Locations _____

Years in Business _____ **Number of Employees** _____

Description of Primary Business Function _____

*** Please attach Company Profile Information including brochures, capability statements, etc., demonstrating current focus of business. Label Attachment A**

Specific Information

Employee(s) Info: Name, Position, Phone Number, and Email address

1. _____
2. _____
3. _____
4. _____

***Please attach a resume for each suggested employee listed who would perform as Business Service Advisors. Label as Attachment B**

Number of hours Company willing to Donate to Program: _____ **per 12-month period.**

Geographic area of service: Albuquerque and surrounding area _____
Northeastern New Mexico _____
Northwestern New Mexico _____
Southeastern New Mexico _____
Southwestern New Mexico _____
Other _____

Response Time:

If selected by OSBA to serve as a BSA, how quickly would your company respond to a request for assistance issued by the OSBA?

One hour _____ One half day _____ One day _____ One week _____ Other _____

Once working with a Protégé, how quickly would your company or its representatives assigned, respond to requests from your Protégé?

One hour _____ One half day _____ One day _____ One week _____ Other _____

Narrative:

Please explain, in your own words, your expectations of what your company contributions of expertise would mean to small business proteges as well as what your company would hope to gain from participation in this program. You may perform this task in the space provided or attach a separate piece of paper. * ***Label as Attachment C.***

Small Business Clientele References: *Label as Attachment D

Small Business References:

Supply at least 3 references from small businesses for which you have completed work.

Willing to contribute in the following areas (please check all that apply)

General Business Management

- ☐ Business Plan _____
- ☐ Strategic and Action Plan _____
- ☐ Marketing and Sales Assessment/Planning _____
- ☐ Organizational Assessment/Planning _____

Financial Administration

- ☐ Accounting Procedures and Practices _____
- ☐ Cost Accounting _____
- ☐ Tax Consequence Assessment _____

Banking Services

- ☐ Identification of Funding Sources with highest degree of probability _____
- ☐ Strategic utilization of Funding Sources _____
- ☐ Estimation of Job Costs and Growth Costs _____
- ☐ Payrolls (federal/state regulations, fringe benefits) _____

Bonding and Insurance

- ☐ Preparation of Bonding Application Packages _____
- ☐ Seeking and marketing Bonding Package to small contractor savvy agents _____

Quality

- ☐ International Standards Organization (ISO) Certification Planning _____
- ☐ Malcolm Baldrige Standards Assessment/Planning _____

Information Technology

- ☐ Basic Network Management _____
- ☐ Network Analysis/Assessment _____
- ☐ Information Technology (IT) Analysis _____
- ☐ Management of Information Systems Assessment & Planning _____